

Terms and Conditions for Visits and Excursions

1. The closing date for bookings for coach visits is THREE WEEKS IN ADVANCE and TWO WEEKS IN ADVANCE FOR LOCAL VISITS.
2. Bookings will not be accepted unless the booking form (issued with the Diary of Events, or available for download from the Civic Society Visits Webpage at <https://www.malverncivicsociety.org.uk/visits/>) is accompanied by payments in full (unless otherwise indicated). Please send a separate cheque for each event, payable to Malvern Civic Society, to:

**Ann Bartlett,
Laureston,
15, Pickersleigh Road,
Malvern,
WR14 2RP
Tel. 01684 561510
[Email: bookings@malverncivicsociety.org.uk](mailto:bookings@malverncivicsociety.org.uk)**

3. Additional booking forms can be downloaded from the Society's website at <https://www.malverncivicsociety.org.uk/visits/>
4. If a participant cancels a place on an excursion or local visit, a £3 administrative charge will be deducted from the refund. No refund will be made if cancellation is within seven days of the outing. If expenditure has already been committed and cannot be reclaimed e.g. when a coach has been booked, this cost will also be deducted in addition to the administration charge.
5. If the Society cancels an event, a full refund will be made.
6. Both acknowledgement of bookings and full details of each trip will be made by email unless a paper copy is required. If this is this case, please send a s.a.e.
7. Prices quoted do not include meals.